GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

National Urban Livelihood Mission (NULM) – Scheme of Shelter for Urban Homeless (SUH) – Revised Operational Guidelines for implementation of the scheme in the State – Conduction of Systematic Survey – Orders – Issued

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MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.MS.No. 150 Dated: 18-04-2017

Read the Following:

(1) G.O.Ms.No.511, MA&UD (UBS) Dept., dated 28.12.2013.
(2) Office Memo F.No.E-14013/1/2013-USD/FYS-9599, dated 7-12-2015 of the Director (UPA-II), Ministry of Housing and Urban Poverty Alleviation (UPA Division), Nirman Bhavan, New Delhi.
(3) Lr.Roc. No.251/SUH/2015.E, dated -07-2015 of the Mission Director, MEPMA addressed to all Municipal Commissioners in the State of AP.
(4) Lr.Roc No.4569/SUH/MEPMA/2016, dated 23-3-2017 of the Director of Municipal Administration, AP., Guntur.

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O R D E R:

In the circumstances reported by the Director, Municipal Administration in the reference 4th read above, Government hereby approve the following plan of action for conducting systematic survey of urban homeless population containing Bio-metric details, Geo-tagging, demographic details, family details, entitlement details and details of Occupation, Health, Sanitation, Criminal Record etc., in all Urban Local Bodies.

Primary Objectives: Survey would ensure four objectives. It would

i. Provide Municipal Commissioners a detailed mapping of concentration areas of homeless population in each city / town.

ii. Establish the demographic profile of homeless populations in each city/town;

iii. Identify official resources such as land and vacant buildings that can be deployed to provide the required infrastructure for shelters in appropriate locations in each city / town ; and

iv. Establish the location and type of shelters needed in each city / town by gauging the specific needs of the beneficiaries.

Survey is divided into three phases;

(a) Planning Phase

The city is to be divided into smaller, more compact zones / regions, in line within the administrative set up of the city and teams may be deployed depending on size and population of the zones.

Each team may comprise of the following persons under the Chairmanship of the Commissioner of ULB concerned:-

(i) Sanitary Supervisor / Sanitary Inspector / Revenue Inspector

(ii) Town Mission Coordinator / Town Project Officer (TPrO)

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(iii) Community Organizer of the area concerned

(iv) Resource person concerned / SLF leader

(v) NGO representatives

(vi) Circle Inspector / Sub-Inspector of Police / Police Constables

(vii) Youth Volunteers / Student Volunteers

(viii) Data entry operator wherever necessary

Plan for survey of homeless population shall be prepared by the ULB concerned, which will include the following details:

1. Identification of areas with concentration of homeless based on earlier surveys or any other source of information.
2. Division of city into zones / regions in which data would be collected
3. Methodology for conducting the survey
4. Questionnaire for collecting the demographic profile
5. List of interview questions for guiding the focus group discussions
6. Content and format of report to be submitted
7. Timeline within which survey would be completed
8. List of partners who would be assisting in the qualitative as well as quantitative collection of data.

Prior to the survey, the teams should be trained and oriented on:

a. Purpose of the survey;
b. The profiles and problems of the homeless;
c. Expected outcomes;
d. Participatory research methods;
e. Ethical responsibilities.

Orientation material shall be provided a couple days prior to starting the survey, as material to be read before the training sessions. The training should include the data entry and analysis team, plus volunteers, if any.

(b) Field survey: Mapping and Need assessment

The field survey will commence only after the trained survey teams are in place. The filed survey should begin from 8 pm onwards, because homeless people can usually be identified and contacted at this time. In addition, to cover homeless persons who work during the night, surveys should also be planned for a couple of days during the day time, ie., 10 am to 4 pm.

Steps to be followed during the survey –

1. Identifying the areas with concentration of homeless population.
2. Profiling the homeless populations in these areas in terms of gender, age, education, occupation, marital status, number of children, history of illness etc. Persons with disability should be categorised separately.

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3. Identifying the aspirations of the homeless for a shelter and also the deterrents preventing the homeless from using the existing shelters, if any.
4. Broadly identifying the possible buildings and locations that might be used as it is or upgraded to be used as shelters; and locations where new shelters can be built.

Need assessment of the homeless persons should be done using focus group discussion (FGD) method so as to elicit the best possible responses from them.

In FGD, questions should be asked based on the indicative list / format focussing on the following core areas:

i. What is roughly the total population of the homeless cluster including women and children?

ii. What is the predominant age and gender profile of the homeless population in that cluster?

iii. What are the predominant occupations undertaken by this homeless cluster?

iv. Do they have any special needs and challenges, such as disability, leprosy, TB, high drug use etc?

v. Have the majority of homeless residents been at this location for more than one year, or less?

vi. Do they have access to any shelter? If so, the experience of using such shelters by the homeless

vii. If the government sets up a shelter for them, would they welcome it; oppose it; or be indifferent? Ask for reasons.

viii. If they were to have a shelter, what would they seek from it in terms of location; facilities; and management?

ix. Are there any resources available in the vicinity where these shelters could be built? The resources could be in the form of land or building.

The information should be recorded and collated by each team in the Tablets already provided by MEPMA and Municipal Administration Department, at the spot and data entry should be done through online.

(c) Resource Mapping

The next step is to conduct a resource mapping exercise. The resources that this phase of the survey seeks to identify are a) existing shelters; b) unutilised or underutilised government buildings that can be possibly redeployed as shelters after suitable refurbishing; and c) vacant lands that are suitable potential sites for new shelter buildings.

(d) Reporting and Sharing

Once the results or locations are established, the next step is development and finalisation of a comprehensive city plan for homeless shelters. This should include sites for homeless shelters and services, types of shelters, converging on homeless concentration areas and aspirations with available resources, buildings and land. This should be done in a participatory manner, with the involvement of municipal authorities, homeless communities apnd collectives, schools of social work and architecture, CBOs, NSS and college Students etc.

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2. The format formulated shall be made available in the website of MEPMA for conducting systematic survey as approved above.

3. Government also approve the following activities and timelines for successful conduct of survey of Urban Homeless:

S.No	Activity	Timeline	Place	Officer concerned
1	Conduct of meetings at Regional level with all Municipal Commissioners and RDMA and other staff by the DMA & MD, MEPMA to explain objectives and other features, revised guidelines of the Scheme and discuss and finalize action plan for conduct of survey.	First /second week of April-2017	Regional Level	RDMAs in Coordination with Project Directors, MEPMA
2	Preparation and finalization of software for the survey	By 15.04.2017	Guntur	MD, MEPMA
3	Orientation programme to the survey team members by the Municipal Commissioners in coordination with PDs, MEPMA	Second/third week of April-2017	At the respective ULB	Municipal Commissioner concerned
4	Survey to be started and completed	Third/fourth week of April-2017	At the respective ULB	Municipal Commissioner concerned

4. Government further order that the expenditure on conducting Regional meetings and preparation of software (items 1&2 of the table) shall be met from the MEPMA funds and that on items 3&4 shall be met by the ULBs themselves. The Regional Directors-cum-Appellate Commissioner of Municipal Administration and Project Directors, MEPMA shall be responsible for better coordination and successful completion of survey. The Regional Directors shall review the item of work once in a week through teleconference or by visiting ULBs concerned.

5. The Director, Municipal Administration, Guntur shall take necessary further action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of Municipal Administration, AP., Guntur.
The Mission Director, AP MEPMA., Guntur.
All Commissioners of Municipal Corporations
All Municipal Commissioners of Municipalities (50,000 and above population)
All Regional Directors-cum-Appellate Commissioners of Municipal Administration in the State.

//FORWARDED BY ORDER//

ASSISTANT DIRECTOR